

Department of the Navy
Human Resources Service Center Northeast
RESUMIX RESUME WORKSHEET

Use this worksheet as a guide for creating (writing) your resume. It is recommended that you organize your information with the worksheet prior to accessing the On-Line Resume Builder

I. PERSONAL INFORMATION

Name _____

Mailing Address

Street _____

City _____ State _____ Zip _____

Phone: Comm # _____ DSN # _____

E-mail Address: _____

II. WORK EXPERIENCE

☐ Start and end dates: _____ Hours worked per week: _____

☐ Position Title: _____ Salary (if non-Federal): _____

☐ If Federal position: Pay Plan/Series/Grade: _____

☐ Employer's name and address: _____

☐ Supervisor's name and phone number: _____

☐ Description of major duties and tasks (include specific functions performed, specific software programs used, regulations, directives, etc. used) *

** Refer to Action/Concrete words listed on pages 44 and 45*

Description of major duties and tasks (con't)

Note: Keep in mind that the On-Line Resume Builder limits you to 20 lines per paragraph for your description of major duties and tasks for each position.

- ☐ Start and end dates: _____ Hours worked per week: _____
- ☐ Position Title: _____ Salary (if non-Federal): _____
- ☐ *If Federal position:* Pay Plan/Series/Grade: _____
- ☐ Employer's name and address: _____

- ☐ Supervisor's name and phone number: _____
- ☐ Description of major duties and tasks (include specific functions performed, specific software programs used, regulations, directives, etc. used) *

* Refer to Action/Concrete words listed on pages 44 and 45

[illegible]

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings on the page.

- ☐ Start and end dates: _____ Hours worked per week: _____
- ☐ Position Title: _____ Salary (if non-Federal): _____
- ☐ *If Federal position:* Pay Plan/Series/Grade: _____
- ☐ Employer's name and address: _____

- ☐ Supervisor's name and phone number: _____
- ☐ Description of major duties and tasks (include specific functions performed, specific software programs used, regulations, directives, etc. used) *

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's part of a bound notebook.

Description of major duties and tasks (con't)

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

Note: Keep in mind that the On-Line Resume Builder limits you to 20 lines per paragraph for your description of major duties and tasks for each position.

- ☐ Start and end dates: _____ Hours worked per week: _____
 - ☐ Position Title: _____ Salary (if non-Federal): _____
 - ☐ *If Federal position:* Pay Plan/Series/Grade: _____
 - ☐ Employer's name and address: _____

 - ☐ Supervisor's name and phone number: _____
 - ☐ Description of major duties and tasks (include specific functions performed, specific software programs used, regulations, directives, etc. used) *
- * Refer to Action/Concrete words listed on pages 44 and 45

Description of major duties and tasks (con't)

[illegible]

III. EDUCATION (List high school/GED and post high school education)

2. College or University (Include city and state): _____

Major Field of Study: _____ Grade Point Average: _____

3. College or University (Include city and state): _____

Major Field of Study: _____ Grade Point Average: _____

4. College or University (Include city and state): _____

Major Field of Study: _____ Grade Point Average: _____

5. College or University (Include city and state): _____

Major Field of Study: _____ Grade Point Average: _____

Semester/Quarter Hours Completed: _____

IV. PROFESSIONAL TRAINING (List any courses that you have completed and consider relevant to your career goal)

1. Course Name: _____

Length: _____ Completion Date: _____

2. Course Name: _____

Length: _____ Completion Date: _____

3. Course Name: _____

Length: _____ Completion Date: _____

4. Course Name: _____

Length: _____ Completion Date: _____

V. PROFESSIONAL LICENSES AND CERTIFICATES (List current licenses and/or certificates, City and/or State certification)

1. License/Certificate: _____

Expiration Date: _____

2. License/Certificate: _____

Expiration Date: _____

3. License/Certificate: _____

Expiration Date: _____

4. License/Certificate: _____

Expiration Date: _____

VI. CURRENT PERFORMANCE RATINGS, AWARDS, HONORS, AND RECOGNITION